



# Trinity Primary Charges, Voluntary Contributions and Remissions Policy

Date: September 2016

## Introduction

The purpose of the policy is to outline when there may be a charge for school activities/visits and when there is no charge.

## Definition

The school day is defined as: 8.55 a.m. – 3.30 p.m. The midday break does not form part of the school day.

## Policy Statement

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs which are designed to enrich the curriculum. However, if the activity cannot be funded without voluntary contributions, this will be explained to parents. There is no obligation to make any contribution. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. We believe it is essential to recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils' personal and social education.

## Procedure

### Responsibilities

- The Head of School will ensure that staff are familiar with and correctly apply the policy.
- The Governors will review the policy every year.

### Optional Extras

- From time to time the school may invite a non-school based organisation, such as a visiting drama group or storyteller, to arrange an activity during the school day. Such activities are not part of the National Curriculum or Religious Education. These organisations may charge for optional extras, such as merchandise.

### Education partly during the school hours

- Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### Non-residential activities

- If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.



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- Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## Residential Visits

- Charges will be made for residential visits. However, pupils who are eligible for Free School Meals are entitled to support with the full payment of any residential visits. In such cases, the school will make clear to parents their entitlement and cover the cost from the school budget. Parents of pupils who are eligible for Free School Meals may make a contribution if they so wish.

## Calculating charges

- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## Individual Music Provision

- Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- Please see our Peripatetic Instrument policy, which is available on the Secondary Phase section of our school website

## Eligible benefits

- Where the trip takes place wholly or mainly during school hours, children who are eligible for Free School Meals will be entitled to the remission of these charges.